

60. (New) A computer implemented system for automating administrative procedures in a medical office, comprising:
- A. a database;
 - B. a tape tracker module;
 - C. a report tracker module;
 - D. a management tracker module;
 - E. a database tracker module;
 - F. a provider tracker module;
 - G. an administrative tracker module; and
 - H. a control module;
 - I. wherein the tracker modules are configured to operate under control of the control module and to share data with one another via access to the database;
 - J. wherein the tape tracker module is configured to:
 - (1) track physical location of transcription tapes;
 - (2) track current status of the transcription tapes;
 - (3) identify transcriptionists responsible for transcribing the tapes;
 - (4) identify tapes assigned to a particular transcriptionist;
 - (5) track current transcription workload assigned to a particular transcriptionist;
 - (6) automatically assign a particular tape to a particular transcriptionist based on a predefined criteria including the current transcription workload assigned to the particular transcriptionist;
 - (7) automatically, upon electronic receipt of a transcribed report, distribute the report to a provider or staff member for review;
 - (8) identify record reviewers responsible for reviewing medical records;
 - (9) track age of the records assigned to a particular record reviewer;
 - (10) track current review status of the records; and
 - (11) identify documents related to office administration;

K. wherein the report tracker module is configured to:

- (1) automatically insert into appropriate reports patient information including registration data;
- (2) enable a health care provider to choose to have final versions of reports to be electronically copied to the provider's personal directory for review;
- (3) enable a health care provider to select a designated editor to receive signed reports and review them by electronically copying the reports to the editor's personal directory;
- (4) automatically route certain types of reports to a printer; and
- (5) automatically generate standard forms based on patient information from the database in batch jobs during off-hours;

L. wherein the management tracker module is configured to:

- (1) provide statistical administrative information relating to office management;
- (2) automatically generate a report showing the number of charts assigned to each department in the medical office;
- (3) automatically generate a report showing an age of charts assigned to each department so that an office administrator may ascertain a workload status for each department;
- (4) automatically generate a report showing listings of past, present and/or future appointments;
- (5) automatically generate a chart that requires specific action to be taken; and
- (6) automatically generate a report identifying no-show patients;

M. wherein the database tracker module is configured to:

- (1) automatically archive records;
- (2) automatically e-mail notifications of required action to appropriate medical personnel;
- (3) track flow of files into and out of the office;
- (4) automatically add new patients to the database; and


- (5) automatically find and insert data for future patients into appropriate database records;


N. wherein the provider tracker module is configured to:

- (1) provide a report of all outstanding dictations;
- (2) provide a report of all outstanding reports; and
- (3) maintain information in the database relating to provider workload to enable an office administrator to assess current workloads when determining to whom to assign new patients;

O. wherein the administrative tracker module is configured to:

- (1) provide access to management reports for each department;
- (2) provide access to reports of on-site and/or off-site data availability; and
- (3) provide access to provider workload, tape status, and chart location information.

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- 61. **(New)** The system of claim 60, wherein the age of a particular record tracked by the tape tracker module represents the amount of time that has lapsed since the particular record was assigned for review.
 - 62. **(New)** The system of claim 60, wherein the documents related to office administration tracked by the tape tracker module include charts, invoices and shipping information.
 - 63. **(New)** The system of claim 60, wherein the criteria on which a particular tape may be assigned by the tape tracker module includes average turnaround time.
 - 64. **(New)** The system of claim 60, wherein the tape tracker module is configured to present one of a number of possible transcriptionists to a staff member on a display screen for selection.

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65. (New) The system of claim 64, wherein upon selection of one of the number of possible transcriptionists, the tape tracker module is configured to automatically print a shipping label for copy of each tape to be sent to the transcriptionist.
66. (New) The system of claim 60, wherein the tape tracker module is configured to manage an exchange of medical records and/or reports with an off-site record review service.
67. (New) The system of claim 60, wherein the automatic inserting of patient information into reports by the report tracker module includes use of macro features provided by existing word processing applications.
68. (New) The system of claim 67, wherein the use of macro features provides customized letterhead for each branch office of a multi-branch practice.
69. (New) The system of claim 67, wherein the use of macro features provides automatically-inserted signatures for each health care provider.
70. (New) The system of claim 60, wherein the report tracker module is configured to provide the final versions of reports for review to the provider via copying the report to the provider's personal directory.
71. (New) The system of claim 60, wherein the report tracker module is configured to provide the final versions of reports for review to the designated editor via copying the report to the designated editor's personal directory.
72. (New) The system of claim 60, wherein the certain types of reports automatically routed to a printer by the report tracker module include office notes and follow-ups.
73. (New) The system of claim 60, wherein the standard forms automatically generated by the report tracker module include those associated with worker's compensation claims.

74. (New) The system of claim 60, wherein the report tracker module is configured to copy the generated standard forms to appropriate directories for access when the medical office reopens.
75. (New) The system of claim 60, wherein at least one of the reports generated by the management tracker module is generated daily and automatically printed.
76. (New) The system of claim 60, wherein a report generated by the management tracker module includes age of a chart representing how long the chart has been in a given department.
77. (New) The system of claim 60, wherein the specific action to be taken in the chart generated by the management tracker module includes attachment of a pain drawing.
78. (New) The system of claim 60, wherein reports generated by the management tracker module include database maintenance listings identifying duplicate entries and database/file archiving information.
79. (New) The system of claim 78, wherein the database/file archiving information includes tape backups generated during overnight processing.
80. (New) The system of claim 60, wherein the database tracker module is configured to remove the archived records from any directory to which copies had been transferred.
81. (New) The system of claim 60, wherein the database tracker module is configured to e-mail notification of a report review based on record status information stored in the database.